

## **Tasking Memorandum No. 99-110**

**Memorandum For** Commanders of DCMC Bell Helicopter, Dallas, Dayton, Detroit, Philadelphia, Santa Ana

**Subject:** Small Dollar Contracts Study (TASKING)

**Date:** February 18, 1999

**Suspense Date:** March 8, 1999

**Target Audience:** Selected CAO Commanders and Operations Chiefs

### **Requirement(s):**

- Support a visit by HQ, District and CAO personnel
  - Randomly select 100 recently closed contracts having a value under \$100,000.
  - Complete the attached questionnaire for each of the contracts prior to the visit.
  - For the two days of the visit, provide the visiting six-person team with a conference room with phone, copies of the selected contracts, a completed questionnaire for each contract, org charts, and functional points of contact.
- On first morning of visit, provide short, informal presentation to team regarding what you are doing to manage small dollar contracts
- Expect the team to arrive at 0800 on the first day at each location. Schedule is as follows:
  - March 8 and 9            Detroit
  - March 10 and 11        Dayton
  - March 15 and 16        Santa Ana (abbreviated visit by partial team)
  - March 18 and 19        Philadelphia
  - March 22 and 23        Dallas
  - March 24 and 25        Bell Helicopter
- The team is projected to consist of the following six functional specialists:
  - Lt Col Karen E. Osborn, HQ, 64P4 (Leader)
  - Vivian Hill, HQ, GS-1102
  - Larry Shields, DCMDW, GS-1910
  - D'Arcy W. LeMire, DCMDE, GS-1150
  - Dave Brunello, DCMC Twin Cities, GS-1910
  - Belinda Brown, DCMC San Antonio, GS-1102
- HQ DCMC has a responsibility to ensure that the administration we are performing on contracts is needed, that buying activities are using our services wisely, and to determine whether we can recommend more efficient business practices within DoD. To this end, a team of HQ, District and CAO personnel will visit six CAOs to gather information on how DCMC adds value, particularly on smaller contracts. If most of your ACOs and contract files are located at satellite offices, please restrict your contract samples to no more than the three nearest satellite locations.
- The PLAS process code for this tasking activity is 192.

**Point of Contact for Further Information:**

Lt Col Karen E. Osborn, Deputy Director  
Supplier Excellence Group (DCMC-OG)  
Phone: (703)767-3442 DSN 427  
Email: [karen\\_osborn@hq.dla.mil](mailto:karen_osborn@hq.dla.mil)

**Signature:**

**ROBERT W. SCHMITT for**  
**/s/**

JILL E. PETTIBONE  
Executive Director  
Contract Management Operations

Attachment:  
[Questionnaire](#)

Space Reserved for the HQ DCMC

QA \_\_\_\_

Contracts \_\_\_\_

Production \_\_\_\_

\_\_\_\_

Database entry \_\_\_\_

### STUDY OF SMALL DOLLAR CONTRACTS

1. Contract Number: \_\_\_\_\_

2. DLA Supply Center/Service of buying office    ☐ Richmond    ☐ Columbus  
(includes DESC)    ☐ DPSC    ☐ DISC

☐ Army    ☐ Navy    ☐ USAF    ☐ Other

3. Contractor:    Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State \_\_\_\_\_

4. CAO:    ☐ Dayton  
              ☐ Philadelphia  
              ☐ Bell Helicopter (Fort Worth)  
              ☐ Santa Ana  
              ☐ Detroit  
              ☐ Dallas

5. CAO Contacts:

CMA/IS Name \_\_\_\_\_

Phone (    ) \_\_\_\_\_

QAR Name \_\_\_\_\_

Phone (    ) \_\_\_\_\_

ACO Name \_\_\_\_\_

Phone (    ) \_\_\_\_\_

6. Contractor Type (check one):    ☐ Manufacturer  
  ☐ Distributor (wholesaler)  
  ☐ Retailer  
  ☐ Other (explain) \_\_\_\_\_

7. Contract Item(s)?

\_\_\_\_\_

8. CAR Part (check one):    A \_\_\_\_  
  B \_\_\_\_

9. If contract was in CAR Part A, reasons why (check all that apply)

\_\_\_\_ Other than Firm Fixed Price i.e., cost type  
Indicate type if other than firm fixed price \_\_\_\_\_

☐ Production Surveillance Category 1  
☐ Property Administration Code, special contract provision "E"  
☐ Small Disadvantaged Business  
☐ Classification is "C" (DD254)  
☐ Special Contract Provision A, liquidated damages  
☐ Special Contract Provision C, progress payments  
☐ Special Contract Provision F, first article requirement  
☐ R9 01, Non-DoD reimbursement contract  
☐ R9 02, patent rights report  
☐ R9 03, special tooling report due  
☐ R9 04, spares provisioning  
☐ R9 06, unpriced order  
☐ R9 08, Demilitarization clause req. for final payment  
☐ R9 09, terminated for default or convenience  
☐ R9 17, production progress report DD375 due from contractor  
☐ R9 22, transportation of supplies by sea  
☐ R9 23, notice of awards  
☐ R9 27, small business administration 8A program contract  
☐ R9 42, negative preaward survey  
☐ R9 52, DD form 250 not required except fast pay  
☐ R9 54, prime administration other disbursing office  
☐ R9 56, manual close-out by ACO  
☐ R9 60, rgts data/sftwr 52.227-7013  
☐ R9 61, restrv markings data 52.227-7018  
☐ R9 62, restrv sftwr 52.227-7019  
☐ R9 63 restrictive marking reviewed by engineering  
☐ Other Part A reason not listed above \_\_\_\_\_

10. If a contract was in CAR Part B, identify non-QA CAO effort on this contract (check all that apply):

☐ Production Surveillance  
☐ On site  
☐ Telephone  
☐ Delay or Delivery Forecasts?  
☐ Reported to Customer?  
☐ Responses to contractor inquiries  
☐ Responses to PCO inquiries  
☐ Contractual Remedies  
☐ "A" mods  
☐ Other (explain) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Number of CLINs (check one):	<input type="checkbox"/> 1	<input type="checkbox"/> 2-5	<input type="checkbox"/> 6-10	<input type="checkbox"/> 10-20	<input type="checkbox"/> >20
	_____	_____	_____	_____	_____

12. Number of ACRNs	<input type="checkbox"/> 1	<input type="checkbox"/> >1
---------------------	----------------------------	-----------------------------

13. Contract \$ value (check One)	<input type="checkbox"/> 0	<input type="checkbox"/> 2,500
	<input type="checkbox"/> 2,501	<input type="checkbox"/> 5,000
	<input type="checkbox"/> 5,001	<input type="checkbox"/> 10,000
	<input type="checkbox"/> 10,001	<input type="checkbox"/> 25,000
	<input type="checkbox"/> 25,001	<input type="checkbox"/> 99,999

14. Contractual Technical Data Package (check one):

☐ Government TDP  
☐ Other TDP Contractually imposed  
☐ Other Commercial  
☐ Other (explain): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

☐ None

**15. Customer Direction (Check One) ?**

- ☐ QALI (specific)  
☐ QALI (general)  
☐ QALI (explain) \_\_\_\_\_

**16. Inspection Point (check one) ?**

- ☐ Source  
☐ Destination  
☐ Other (explain) \_\_\_\_\_

**17 a. Acceptance Point (check one):**

- ☐ Source  
☐ Destination  
☐ Other (explain) \_\_\_\_\_

**b. FOB Point**

- ☐ Origin    ☐ Destination

**18 a. Risk-classifications of key/critical contractor processes (check all that apply):**

☐ High    ☐ Moderate    ☐ Low

**b. DCMC QA surveillance on this contract (check all that apply)**

- ☐ Perform or witness First Article  
☐ Process Surveillance  
☐ Perform in-process inspections  
☐ Perform or witness detailed final inspection  
☐ Kind/Count/condition final inspection  
☐ Other (explain) \_\_\_\_\_

☐ None (explain) \_\_\_\_\_

**19. Criticality of application of contract items (check one) ?**

- ☐ Contract or QALI identified as critical application items  
☐ QAR identified as critical application item  
☐ Unknown if critical application  
☐ Definitely not critical application

**20. Contractor quality history supplying the contract items (Check one) ?**

- ☐ No history (new item for this contractor)  
☐ History Unknown (no records available)  
☐ Satisfactory history  
☐ Marginal history  
☐ Unsatisfactory history

**21. QAR opinion of QA risks on this contract (and explain why) ?**

☐ High    ☐ Moderate    ☐ Low

**22. a. QAR opinion: Is GSI necessary on this contract (\_\_\_\_ Yes    \_\_\_\_ No, and explain why)?**

---

---

---

b. If “No”, has the CAO requested PCO action to remove source inspection from contracts?

☐ Yes ☐ No

c. If “Yes”, what was PCO’s reaction?

☐ Request Denied ☐ Immediate Change ☐ Change for future contracts?

23. Any other DCMC “value-added” on this contract (Yes or No, and explain why)?

---

---

---

24. Number of contract pages:

☐ 1 ☐ 2 ☐ 3 ☐ 4 -5 ☐ 6-10 ☐ 11-20 ☐ 21+

25. Is this an ODO contract? ☐ Yes ☐ No

26. If this is an ODO Contract, does the CAO actually use the contract data they input into MOCAS?

☐ Yes ☐ No

(explain)

---

---

---

27. Is this a “fast-pay” contract?

☐ Yes ☐ No

28. a. Does contract authorize CoC option?

☐ Yes ☐ No

b. If yes, did the CAO exercise the CoC option?

☐ Yes ☐ No

29. Did the CAO use Alternative Release Procedures (ARP) on this contract?

☐ Yes ☐ No

30. a. Is this a FAR Part 12 commercial contract (includes FAR 52.212-4 clause)?

☐ Yes ☐ No

b. If yes, did the contract include addendum specifying particular in-process surveillance to be performed by DCMC?

☐ Yes ☐ No

31. a. Is surveillance for the contract covered under any CSO agreements?

☐ Yes ☐ No

b. If yes, check all that apply:

☐ QA ☐ Production ☐ Property ☐ Other (specify)

32. a. Has a Quality System Evaluation (QSE) been performed on this contractor?

☐ Yes ☐ No

b. If yes, what were the techniques utilized in accomplishing this review:

☐ Data Review ☐ 2<sup>nd</sup> or 3<sup>rd</sup> Party Certification ☐ Audit ☐ Other (specify)

33. Has a 2<sup>nd</sup> party Quality System review been performed on this contractor?

\_\_\_\_ Yes \_\_\_\_ No

34. Has a 3<sup>rd</sup> party Quality System review been performed on this contractor?

\_\_\_\_ Yes \_\_\_\_ No

35. Does the contract/order carry the Fast Pay Procedures, Clause FAR 52.213-1 or DFARS 213.302?

\_\_\_\_ Yes \_\_\_\_ No

36. Contract input of this ODO contract was performed by:

\_\_\_\_ ACO  
\_\_\_\_ Procurement Technician  
\_\_\_\_ CMA  
\_\_\_\_ I/S  
\_\_\_\_ QAR  
\_\_\_\_ Other

37. Responsibility for Contract Input of ODO is (check one)

Centralized \_\_\_\_ Decentralized \_\_\_\_

38. Is there a contract requirement for a DD 250?

\_\_\_\_ Yes \_\_\_\_ No

39. Responsibility for DD 250 input is: (check one)

Centralized \_\_\_\_ Decentralized \_\_\_\_

40. Does the contract contain FAR Clause 52.225-10, Duty Free Entry?

Yes \_\_\_\_ No \_\_\_\_

41. If Duty Free Entry Clause is contained in the contract, was a duty free certificate obtained through DCMC New York?

Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

42. ACO Opinion of Government Risk on this contract (low, moderate, or high and explain why)

\_\_\_\_ Low \_\_\_\_ Moderate \_\_\_\_ High

43. ACO Opinion: Is contract administration required on this contract (yes or no and explain why)?

Yes \_\_\_\_ No \_\_\_\_

---

44. Were any administrative modifications issued against this contract?

Yes \_\_\_\_ No \_\_\_\_

45. How many administrative modifications?

1 \_\_\_\_ 2-5 \_\_\_\_ 6-10 \_\_\_\_ 10-20 \_\_\_\_ >20 \_\_\_\_

46. Closeout of this contract was performed by: (check all that apply)

ACO \_\_\_\_  
Procurement Technician \_\_\_\_  
Property Administrator \_\_\_\_  
CA \_\_\_\_  
QAR \_\_\_\_  
IS \_\_\_\_  
CMA \_\_\_\_

47. For ODO contracts, how much time was required for input to MOCAS?

Did not input to MOCAS \_\_\_\_\_

5-10 min \_\_\_\_\_

10-15 min \_\_\_\_\_

15-20 min \_\_\_\_\_

> 20 min \_\_\_\_\_

48. Was PCO action required to input, administer, or closeout this contract?

Yes \_\_\_\_\_ No \_\_\_\_\_

49. If manual closeout was required, how much time to close this contract?

5-10 min \_\_\_\_\_ 10-15 min \_\_\_\_\_ 15-20 min \_\_\_\_\_ >20 min \_\_\_\_\_